

**AUBURN CIVIC CENTER
1225 LINCOLN WAY
AUBURN, CA 95603**

ROSE ROOM RENTAL POLICY AND PROCEDURES

Total room capacity: 114 persons Seating capacity: 100 persons

100 Chairs	9 tables, 8' long (8 chairs per table)	1 table, 6' long (6 chairs per table)
2 10-cup coffee makers	1 42-cup coffee maker	3 microwave ovens
4 sinks	Refrigerator	Stove and oven
50 coffee mugs (must be washed)	Dish soap	Paper towels
Can opener	Trash can liners	PA system with podium

GENERAL RENTAL INFORMATION

Rented only to non-profit civic organizations active in community service, Federal, State, County, or City governments. (Reservations may be subject to City Council policies, Resolution No. 96-112).

Available for rent daily from 8:00 am to 10:00 pm. except on nights of City Council meetings (every Monday night) or Planning Commission meetings (first and third Tuesday nights).

Hours requested should include time for setup and cleanup. Individuals associated with event will not be allowed to enter facility before time requested. If User requests changes from time originally requested, City will attempt to accommodate, however, it reserves the right to deny such changes.

Room will be pre-inspected by the custodian for condition prior to your use. If you discover a breakage or a condition that needs to be reported, please bring it to the attention of Building Department staff. Likewise, a post-inspection is required in order to release your security deposit. It is not necessary for User to be present for either inspection.

Keys are available at the Building Department, Room 3. Keys may be picked up prior to use between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. For weekend use, keys must be picked up on Friday. Keys must be returned the first working day after use. If key is lost, User will be responsible for any charges incurred for new locks. When leaving, all doors must be tightly closed and locked and all lights turned off.

An elevator is available.

Restrooms are available on the first floor of the building.

DECORATIONS AND EQUIPMENT

No items are to be nailed, taped or stapled to ceiling, walls, tables, chairs, or brass hand rail.

All decorations and User's equipment must be removed immediately after event. Decorations must be UL approved (non-flammable).

Fire Code does not permit open flame devices, such as candles.

KITCHEN/ROOM USE

User is responsible for setting up tables and chairs needed for event and restoring tables and chairs to their original location(s) when finished.

User or caterer is responsible for restoring kitchen to clean condition.

Please be extremely careful when using garbage disposal. Before using, check to be sure items such as utensils, bottle tops, etc. have not fallen into disposal.

The kitchen table is not to be moved from the kitchen.

All trash is to be bagged and taken to dumpster at the rear of the building.

City staff cannot deliver messages to those using the Rose Room. Please do not ask.

SMOKING and ALCOHOLIC BEVERAGES

Per City ordinance, smoking is not permitted in any City building. Alcoholic beverages are not permitted at any time on the premises.

LIABILITY INSURANCE COVERAGE

All Users must accept the facilities and areas in the condition found. City of Auburn makes no warranty as to the safety and usability of any facility beyond that afforded the general public.

All persons, groups and organizations shall agree to hold the City of Auburn, its elective and appointive boards, commissions, officers, agents, and employees harmless from any liability for damages and claims for personal injury, including death, as well as from claims for property damage which might arise from the use of the Auburn Civic Center or furnishings.

Liability insurance is required in the amount of \$1 million, naming the City of Auburn as an additional insured. A Certificate of Insurance is required prior to room use.

SECURITY DEPOSIT

A \$100.00 security deposit is required for any and all Users. Security deposit will be held uncashed, but will not be refunded until there is a satisfactory post-inspection by City staff. If you will be using the facility on a regular basis, the security deposit can be cashed and placed into a City of Auburn security account until User requests release and the post-inspection approval for refund is granted by City staff.

Any damage or loss to facility or equipment is the responsibility of User, who shall be liable for all costs for restoring damage or replacing loss.

Before and after each use, an inspection of the facility will be made by City staff to assess property before security deposit is returned.

CHANGES AND CANCELLATIONS

City of Auburn must be notified of any changes in event, participants or time at least three (3) working days in advance. If necessary, additional fees may be charged in accordance with applicable rates.

If event/rental cancellation is necessary, City of Auburn must be notified immediately. Cancellation must be made at least three (3) working days in advance of use date or User will be held liable for all charges. **REFUNDS WILL NOT BE HONORED.**

PERMIT REVOCATION

The keys are the sole property of City of Auburn. Duplication of keys is not permitted. A permit for use may be revoked if the keys are duplicated. A permit for use may also be revoked for failure to observe any rules, regulations, or ordinances of the City of Auburn, for improper conduct or for other reasons as determined by the City. Events which exceed the allowable attendance of 114 may be immediately canceled with no refund. Incomplete or incorrect information regarding either the nature of the event or the expected number in attendance may immediately cancel the application for use with no refund of fees.